

## MINOT SLEEPER LIBRARY TRUSTEES MEETING

SEPTEMBER 10, 2012

Trustees present: Wendy Costigan, Barbara Greenwood, Nathan Haselbauer, George Corrette, Archie Auger, Ann Fitzpatrick, Roger Nichols, Lucille Keegan

Others: Sharon Warga, Deborah Thouin

**Secretary's** report accepted

**Treasurer's** report

- checking account \$72,740
- investment portfolio \$34,084 (\$10,000 available for capital fund)
- stock portfolio \$79,900
- capital reserve \$77,982
- Wendy reported that the construction management fees will be paid out of the \$888,000 and not by the trustees which leaves more trustees fund for the actual building
- Roger and Wendy presented a document showing all funds and what they could be used for, the land sale and Herr donation were not reflected in this document
- Brick program: 35 8x8 sold at a cost of \$1032.52, 82 4x8 at a cost of \$1558.00, proceeds are held in the capital fund.

A discussion was held about Jim Nyberg's verbal resignation.

**Librarian's** report

Sharon presented her written report of activity at the library. Of special note was a notification from Metrocast that a movie had been downloaded on a Sunday using the library WiFi. Sharon will block certain websites that should prevent this from happening again. The NH Downloadables fee may increase by \$125. Sharon reported that this service is highly used and it was ascertained that it is very worthwhile for us to continue with it. She has started an Adopt an Author program.

Barbara moved to purchase a 1/8 page ad for \$70 in the high school yearbook. Nathan seconded and the vote was affirmative. Sharon will take care of it.

**Correspondence**

George received a bill from Brackley. This will be turned over to the Town for payment.

Listing brochures were received from Old Mill with comparisons for similar properties.

A thank you note from Judy Wilson was shared.

A letter was received from the NH Libraries Trustees Association stating that we have not been selected as Library of the year. It was decided to apply again next year.

### **Old Business**

Sharon reported that she has received word that the **portrait restoration** grant has been approved. It includes funds for the portrait not the frame. This is a moose plate grant.

**Personnel policy** discussion: Sharon had presented three charges that she would like to have voted on. They are , salary setting for new hire, addendum to computer use, dispute resolution. Archie stated that all the policies and by-laws should be reviewed and updated. This lead to a lengthy discussion. Wendy went through the list of policies recommended. Sharon will provide Archie with copies of all policies in place.

Roger moved to accept the 3 policy changes that Sharon presented as addendums to the town personnel policy until such time as trustees review. Archie recommended that we leave out any reference to selectmen connected to salary.

Barbara seconded. Motion passed.

**2013 budget** Sharon shared the proposed budget. Heating and electricity are estimates due to unknowns with addition. Discussion was held about copier. A new one will be purchased or leased. Archie suggested that if the trustees bought one we would not have to pay the town for copies made by public. We will explore this idea.

Wendy motioned to approve budget as presented at \$153,986 and Roger seconded. Motion approved.

### **New Business**

Sharon was approached by Meredith Village Savings Bank with the donation of a circulation desk. Archie moved to accept and Barbara seconded. Nathan will organize picking this up.

### **Building committee**

Next meeting is Monday, September 17 at 5 PM. The furniture estimates will be reviewed.

### **Fundraising committee**

Bricks are still selling. Naming rights are still available. Barbara suggested that Sharon contact Marcia Morris to do an article for the paper.

Next Trustees meeting will be **Tuesday October 9 at 4 PM**

Lucille Keegan